Spring MARAC 1989

THE FUTURE OF ARCHIVES

MAY 4-6, 1989
ALBANY HILTON
ALBANY, NEW YORK

Mid-Atlantic Regional Archives Conference
Lake Ontario Archives Conference

Final Program

THE FUTURE OF ARCHIVES

The Mid-Atlantic Regional Archives Conference with the co-sponsorship of the Lake Ontario Archives Conference has planned an exciting conference in Albany, New York's Capitol City, for all MARAC members and LOAC annual meeting attendees. One of the oldest cities in America with much of its 18th and 19th century architecture in everyday use, while a modern state government complex attracts hundreds of thousands of visitors every year, Albany provides an appropriate setting for those interested in the past and its relevance for the present and future.

The Program Committees have planned many interesting sessions covering the gamut of archival issues of interest to MARAC and LOAC members from the Northeast and bordering Canada. Our plenary speaker, William B. Hoyt, a New York State Assemblyman and important supporter of archives legislation, will address the issue of the relationship of archives, politics and the public, one of the perennial concerns of archivists.

The Local Arrangements Committee has arranged tours and an reception at the Albany Center Galleries. You will find excellent restaurants nearby as well as the comfort and convenient location of the downtown Albany Hilton.

We look forward to seeing you in Albany in May!

PROGRAM

THURSDAY, MAY 4, 1989

REGISTRATION Thursday, 1:00 p.m. - 5:00 p.m. **Foyer**

PRECONFERENCE WORKSHOPS 9:00 a.m. - 5:00 p.m.

1. DOCUMENTATION STRATEGY SEMINAR
Co-sponsored by the Society of American Archivists
Ballroom E

Documentation strategy is a new concept in preserving the historical record. It entails a systematic, cooperative effort by records creators, records custodians, and records users to examine what information exists on a particular subject or region, determine what should be saved, and agree on who will have the primary responsibility for preserving specific records. Participants in this seminar will explore the implications of the documentation strategy and the problems and possibilities of cooperation.

Helen W. Samuels, Massachusetts Institute of Technology.
Richard J. Cox, University of Pittsburgh

Preregistration required. Enrollment is limited to 20 people. Fee: $60.00.

2. PLANNING FOR THE ARCHIVES PROFESSIONAL
Ten Broeck

Today's archivist faces difficult choices as the volume of records increases and technology changes at an accelerated pace. These changes require careful consideration and a reasoned response if an archives is to fulfill its responsibilities. This workshop will introduce archivists to planning techniques by reviewing the description of an imaginary archives. Participants will evaluate its program and develop a mission statement and a long range plan for the archives' development.

Thursday, May 4

Thomas Wilsted, Salvation Army Archives and Research Center

Preregistration required. Enrollment is limited to 25 people. Fee: $25.00.

3. ARCHIVAL AUTOMATION TOUR 1:00 - 3:30 p.m.

Participants will visit three repositories where they will see demonstrations of different automated bibliographic systems. The systems demonstrated will include the Research Libraries Information Network (RLIN), two varieties of personal computer-based software, and a locally developed on-line catalog. Transportation will be provided between the conference hotel and tour points. The participating institutions are:

New York State Library (RLIN)
New York State Archives and Records Administration (Collections Management System and Minaret software)
Archives of the Daughters of Charity of St. Vincent De Paul (MicroMarc: AMC software)

Preregistration required. Enrollment is limited to 15 people. Fee: $8.00.

TOURS

Hudson-Mohawk Industrial Gateway bus tour "Riverspark Heritage Trail"
2:00 - 4:00 p.m.

Guided walking tour of Historic Downtown Albany
3:00 - 4:30 p.m.

Tours of the New York State Archives and New York State Library
2:00 - 4:00 p.m.

Self-guided tours of Capitol Hill and Upper State Street.

MARAC COMMITTEE MEETINGS

Steering Committee	5:30 - 7:30 p.m. *Schuyler*
Publications Committee	2:30 - 5:30 p.m. *Schuyler*
Nominations Committee	4:00 - 5:00 p.m.
Education Committee	4:00 - 5:30 p.m.

FRIDAY, MAY 5, 1989

REGISTRATION Friday, 8:30 a.m. - 5:00 p.m. *Foyer*

EXHIBITS 9:00 a.m. - 5:00 p.m. *Foyer*

NEW MEMBERS ORIENTATION 8:00 - 8:30 a.m. *Schuyler*
All new members and first meeting attendees are cordially invited to attend. Coffee will be provided.

CONCURRENT SESSIONS 8:30 - 10:00 a.m.

1. PROMOTING PUBLIC UNDERSTANDING *Beverwyck*

This session will explore ways to increase public awareness of region-wide archival programs and thus gain support for these activities. Particular emphasis will be given to promoting the importance of retaining records of enduring value.

Jodie Koste, (Chair/Commentator), Virginia Commonwealth University
Gregory S. Hunter, ITT Corporation
Shawn Aubitz, National Archives and Records Administration, Mid-Atlantic Region (Philadelphia Branch)

2. CONSTRUCTING AN ARCHIVAL FACILITY - THE THREE "A"s - ARCHITECT, ARCHIVIST, AND ADMINISTRATOR *Ballroom D*

This session is a roundtable discussion of factors involved in the planning and construction or renovation of a building to serve as an archival facility. The panel consists of an architect, an archivist and an elected public official who will discuss their roles in the entire

building process. Brief formal papers will be presented by each participant, and the panel will then discuss the complete range of construction issues focusing on the interaction between each of the parties.

Robert W. Arnold, III, (Chair/Commentator), New York State Archives and Records Administration
Barbara E. Benson, Historical Society of Delaware
Maurice S. Dimmick, Northampton County Government Center, PA
George L. Moore, The Architectural Studio, Easton, PA

3. FUNCTIONAL ACCESS
Ballroom C

This session will focus on the importance of function as a means of access to archival records. Speakers will discuss the development of functional access techniques and evaluate its theoretical and practical effectiveness.

Thomas Frusciano, (Chair/Commentator), New York University Archives
Kathleen Roe, New York State Archives and Records Administration. "The Role of Function in Archival Practices."
Sharon Nelson, Pennsylvania State Division of Archives and Manuscripts. "Functional Access: Does it Work?"

4. BLACK ARCHIVES IN THE MID- ATLANTIC REGION
Ten Broeck

The staff of the Schomburg Center for Research in Black Culture will present surveys of available holdings on the Black experience in the Mid-Atlantic Region in their respective areas of specialization.

Howard Dodson, (Chair/Commentator), Chief of the Schomburg Center
Diana Lachatanere, Rare Books, Manuscripts and Archives Division
Deirdre Bibby, Art and Artifacts Division
Deborah Willis, Photographs and Prints Division
James Murray, Moving Image and Recorded Sound Division

BREAK 10:00 - 10:15 *Foyer*

CONCURRENT SESSIONS 10:15 - 11:45 a.m.

5. ARRANGEMENT AND DESCRIPTION WITH LIMITED RESOURCES
Co-sponsored by the Lake Ontario Archives Conference
Ballroom D

This session will address issues and strategies for the smaller repository with limited staffing and financial resources. The focus will be management, rather than techniques.

Brother Denis Sennett, S.A., (Chair/Commentator), Friars of the Atonement Archives

Sister Martin Joseph Jones, State University of New York College at Buffalo. "Limited Resources: The Story of the Loaves and Fishes."

Margaret Hobbie, Dewitt Historical Society of Tompkins County, Inc. "It's What You Do with What You've Got: Volunteers and Interns as Supplemental Staff."

6. ELECTRONIC RECORDS
Ballroom C

This session will feature a debate between proponents of microform and electronic storage media. The debate will focus on preservation, access potential, and the relative merits of the two media for storing various types of information.

Sarah E. Cox-Byrne, (Chair/Commentator), Vassar College Library

C. Lee Jones, Mid-Atlantic Preservation Service. "The Advantages of Microfilm."

Kenneth Thibodeau, National Archives and Records Administration. "The Advantages of Electronic Media."

Friday, May 5

7. FEMINIZATION OF THE ARCHIVAL PROFESSION: IMPLICATIONS FOR OUR FUTURE

Beverwyck

In an early analysis of feminization within the library profession, sociologist Peter Rossi said, "Women depress the status of an occupation because theirs is a depressed status in the society as a whole..." Women are a growing presence in our profession. Why have women entered in such numbers? What does this mean for the future of the profession?

Lucinda Manning, (Chair/Commentator), Barnard College

Kathy Marquis, Massachusetts Institute of Technology. "A Heritage Analyzed: The Status of Archivists."

Judith Z. Thorne, National Archives and Records Administration. "Status of Women at the National Archives: An Update."

8. GETTING YOUR SHARE: SOURCES AND STRATEGIES FOR PRIVATE SECTOR FUNDRAISING

Ten Broeck

This session focuses on how to raise money from individuals and other sources in the private sector to supplement government and corporate funding.

Joan Warnow, (Chair/Commentator), American Institute off Physics

Nancy Sahli, National Historical Publications and Records Commission. "Big Bucks and Bake Sales: Or, How Many Pies, How Big the Slices."

Judy Hohmann, New York State Archives and Records Administration. "The Importance of Individuals to Your Fundraising Effort."

LUNCHEON 12:00 - 2:00 p.m. ***Ballroom A-B***

LUNCHEON ADDRESS: JOHN MCENENY, ASSISTANT COUNTY EXECUTIVE OF ALBANY COUNTY AND COUNTY HISTORIAN.

CONCURRENT SESSIONS 2:00 - 3:30 p.m.

9. GETTING YOUR MONEY'S WORTH: USING CONSULTANTS SUCCESSFULLY Co-sponsored by the Lake Ontario Archives Conference.

Beverwyck

When is a consultant needed? How do you choose a consultant? How do you define the goals of a consultancy? How much will it cost? The panelists will address these questions in a roundtable discussion based on their experiences both as consultants and employers of consultants.

John Townsend, (Chair/Commentator), New York State Library
Joanne Florino, Dewitt Historical Society
Katherine Laurence, Cornell University

10. STATEWIDE PRESERVATION EFFORTS

Ten Broeck

This session will report on statewide preservation efforts in the MARAC region, explore the concept of multi-institutional planning for preservation and describe regional and national trends, including a report on the national invitational conference held in Washington, March 3-5, 1988 on the topic of statewide preservation efforts. Emphasis will be placed on the importance of these efforts for smaller repositories.

Mary B. Bowling, (Chair/Commentator), New York Public Library
Roxanne McPeters, New York State Library
Carolyn Morrow, Library of Congress
Sharon Bennett, Charleston Museum

11. APPRAISAL: NEW TECHNIQUES

Ballroom C

In recent years numerous papers, articles, and pilot projects have looked at how appraisal might be improved. In this session, Michael Miller will discuss the appraisal aspects of the Intergovernmental

Records Project. Margaret Hedstrom will consider recent trends in appraisal theory and practice.

Margaret L. Hedstrom, New York State Archives and Records Administration. "Appraisal: The Impact of Theory and Practice."

Michael L. Miller, National Archives and Records Administration. "The Intergovernmental Records Project."

12. VIDEOHISTORY: ITS CREATION AND USE...FROM ARCHIVAL COLLECTION TO EXHIBITION. *Ballroom D*

This session will focus on the use of videotape from the point of view of a program manager in a videohistory program and an independent producer trained as an historian.

Michael Everman, (Chair/Commentator), American Alliance of Health, Physical Education, Recreation, and Dance.

Terri Schorzman, Smithsonian Institution. "The Smithsonian Videohistory Program: Creating Images for Indefinite Future Use."

Selma Thomas, Independent Producer. "A More Perfect Union: The Use of Video in Exhibition."

PLENARY SESSION 3:45 - 4:30 p.m. ***Ballroom A***

WELCOME KAREN D. PAUL - MARAC CHAIR

INTRODUCTION LARRY J. HACKMAN, STATE ARCHIVIST, NEW YORK STATE ARCHIVES AND RECORDS ADMINISTRATION

ADDRESS: ARCHIVES, POLITICS AND THE PUBLIC

WILLIAM B. HOYT

William B. Hoyt is a Member of the New York State Assembly and also a member of the New York State Historical Records Advisory Board, where he has been the leading advocate for improved historical records policies and programs in New York. He is also an experienced researcher. Assemblyman Hoyt will discuss recent

statewide legislative and finding initiatives and the remaining historical records agenda in New York. He will also outline the relationship between archivists, politicians, and the public and the role they play in developing and implementing an archives agenda.

MARAC STATE CAUCUS MEETINGS 4:30 - 5:30 p.m.

Delaware
District of Columbia ***Room4***
Maryland
New Jersey ***Room 3***
New York ***Room 1***
Pennsylvania ***Room 2***
Virginia ***Room 5***
West Virginia

LOAC BUSINESS MEETING 5:30 - 6:00 p.m. ***Room 1***

RECEPTION AT THE ALBANY CENTER GALLERIES
6:00 - 8:00 p.m.
Co-sponsored by the Lake Ontario Archives Conference.

HOSPITALITY SUITE 9:00 - 11:00 p.m.

SATURDAY, MAY 6, 1989

REGISTRATION Saturday, 8:00 - 10:00 a.m.

BREAKFAST/BUSINESS MEETING, 8:00 - 9:30 a.m.
Ballroom A

CONCURRENT SESSIONS 9:45 - 11:15 a.m.

13. SOCIAL HISTORY : DOCUMENTING ROLES, VALUES, AND PERCEPTIONS.
Co-sponsored by the Lake Ontario Archives Conference
Ballroom B

A discussion of methods for documenting those aspects of society for which traditional records often do not exist. The speakers will

discuss the interpretation of oral history and strategies for documenting sexuality.

Eva Moseley, (Chair/Commentator), Radcliffe College
Sarah Elbert, State University of New York at Binghamton
Brenda Marston, Cornell University

14. CATALOGING PHOTOGRAPHIC COLLECTIONS
Ballroom E

As cultural institutions find themselves receiving increasing numbers of photographs with their enormous value and research potential, they see the great need to create finding aids and catalogs for these collections. This session will explore the reasoning behind choosing a system of cataloging which fits your institution's resources and your researcher's needs.

Judith Felsten, (Chair/Commentator), Consultant
John Williams, Hagley Museum and Library. "The 'Archival' Method of Cataloging Large Collections."
Amy Doherty, Syracuse University. "The 'Historical' Method of Cataloging Item by Item."

15. NEW YORK ARCHIVAL AFFAIRS IN THE 1980'S AND 1990'S
Beverwyck

New York has been a leader in the development of archival programs at the statewide and local levels during a past decade. The speakers will discuss how these accomplishments came about and speculate on ways to build on these gains through the next decade.

Richard Cameron, (Chair/Commentator), National Historical Publications and Records Commission.
Shonnie Finnegan, State University of New York at Buffalo. "Bold Beginnings: A Decade of Archival Accomplishment in New York."
Larry J. Hackman, New York State Archives and Records Administration. "Unfinished Business: Agenda Items for New York."

16. BASIC PRESERVATION WORKSHOP
Co-sponsored by the Lake Ontario Archives Conference
Ten Broeck

This workshop is recommended for staff of repositories that need to assess conservation problems as well as implement conservation procedures. Basic document conservation treatments will be demonstrated with an emphasis on pre-microfilming conservation. Samples of various storage enclosures will be shown along with construction methods. There will also be a brief discussion of basic conservation-conscious methods to prepare materials for exhibit.

Sharon Moody, New York State Archives and Records Administration.

Preregistration required. Enrollment limited to 20 people.

CONCURRENT SESSIONS 11:30 a.m. - 1:00 p.m.

17. TARGETS AND TRENDS: A TRANS-BORDER LOOK
Co-sponsored by the Lake Ontario Archives Conference
Beverwyck

This is a roundtable discussion which focuses on current issues and developments confronting archives and archivists from Upper Canada to the Old Dominion.

Alan Kowlowitz, (Chair/Commentator), New York State Archives and Records Administration
Robert C. Morris, National Archives and Record Administration, Northeast Region
Shirley Spragge, Queen's University, Kingston, Ont.

18. BESTRIDING THE NEW BEHEMOTH: PROCESSING AND INDEXING THE LARGE COLLECTIONS OF THE FUTURE
Ten Broeck

This workshop is for entry level archivists and others unfamiliar with large collections. It will present a method for processing and

indexing large collections, covering the rudiments of good inventorying and a three-part system of processing and indexing materials.

Sandra Shaffer Van Doren, Balch Institute for Ethnic Studies

Preregistration required. Enrollment is limited to 20 people.

19. STUDYING ARCHIVAL USE AND USERS: AN INTRODUCTION TO RESEARCH PLANNING
Ballroom B

This seminar will explore the concept of use of archival records, consider the goals and objectives of user studies, and discuss how archivists can plan for and carry out studies of use and users. The seminar will rely on discussion of questions and a bibliography of readings distributed beforehand by the instructors.

Bruce W. Dearstyne, New York State Archives and Records Administration
Lawrence Dowler, Harvard University

Preregistration is required. Enrollment is limited to 20 people.

20. LIFE CYCLE TRACKING PROJECTS
Ballroom E

This session brings together representatives of federal, state, and institutional life cycle tracking projects. Speakers will discuss major problems faced thus far and how they have been resolved. The session will also focus on potential differences in approaching life cycle tracking in these three settings.

Thomas E. Mills, (Chair/Commentator), New York State Archives and Records Administration
Bruce Ambacher, National Archives and Records Administration "Life Cycle Tracking at NARA."
G. David Anderson, George Washington University "Life Cycle Tracking in a University Setting."

PROGRAM COMMITTEE

R. Joseph Anderson, Balch Institute (Chair)
Mary F. Bell, Buffalo and Erie County Historical Society
Roger W. Fromm, Bloomsburg University
Mary Ellen Gleason, American Bible Society
Duncan McCollum, New York State Archives and Records Administration
Michael Miller, National Archives and Records Administration
Barbara Niss, Mt. Sinai Medical Center
Ellen Peterson, Historical Society of Delaware
Frank Suran, Pennsylvania State Archives
Jeanne Young, National Archives and Records Administration

LOCAL ARRANGEMENTS COMMITTEE

James Corsaro, New York State Library (Chair)
Richard Andress, New York State Archives and Records Administration
Christine Beauregard, New York State Library
John Dojka, Rensselaer Polytechnic Institute
Ellen Fladger, Union College
Elisabeth A. Golding, New York State Archives and Records Administration
Kathleen Roe, New York State Archives and Records Administration
Thomas Ruller, New York State Archives and Records Administration
Susan Safford, Albany Institute of History and Art
Gloria Thompson, New York State Archives and Records Administration
Mary Vines, Albany City and County Records Center
Christine Ward, New York State Archives and Records Administration
Sister Elaine Wheeler, Daughters of Charity
Geoffrey Williams, State University of New York at Albany

LAKE ONTARIO ARCHIVES CONFERENCE

PROGRAM COMMITTEE

Thomas Hickerson, Cornell University
Mary Bell, Buffalo and Erie County Historical Society
Alan Kowlowitz, New York State Archives and Records Administration
Shirley Spragge, Queen's University, Kingston, Ontario

EXHIBITORS

Archival Survival, Inc.
Archives and Museum Informatics
Bridgeport National Bindery, Inc.
CrossText
Joseph J. Marotti Co., Inc.
Kernan Library Office Group, Inc.
Maines and Associates
Mid-Atlantic Preservation Service
Northeast Document Conservation Center
Taylor Made Company
TBS Time-Safety, Inc.
Technical Building Services, Inc.
University Products, Inc.

SPECIAL THANKS TO:

Albany County Convention and Visitors Bureau
New York State Archives
New York State Library